



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Public Library Services Division 102 Education Annex 156 Trinity Avenue, S. W. Atlanta, GA 30334	Application Number 80-372	
Application Number		Date Received OCT 20 1980	Date Completed NOV - 3 1980
2. Person to Contact Elizabeth Cole		Working Title Public Library Consultant	Telephone Number 656-2461
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1971 To Date		5. Records Series Title (followed by title used in office; if different) Library Services and Construction Act (P.L. 84-597) Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Public Library Services Division provides assistance to 48 county and regional library systems, circulates 50,000 books among the state's libraries annually, provides interloan network services, administers federal and state funds for library services and construction and provides library services to the blind and physically handicapped.			
7. Record Series Description Documents relating to: Included are:		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Administering the distribution of federal funds through the Library Services and Construction Act in the state, district and county library systems. Annual Expenditures Report, Descriptive Report, Worksheet, Goals, Evaluations, and Project Reports for each project in Titles I and III.	
File is arranged:		Chronologically by Federal Fiscal Year; thereunder numerically by Project Number under Title I and then Title III.	
8. Monthly Reference Rate		How often are records referred to which are: One to six months old <u>25</u> ; Seven to twelve months old <u>25</u> ; Thirteen to twenty-four months old <u>2</u> ; twenty-five months and older <u>1</u> ?	
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>1/10 cubic feet</u>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
N/A		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Director's Office
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|-----------------|-----------------------------------|-----------------|
| a. State Law | <u>0</u> years. | d. Audit period | <u>2</u> years. |
| b. Statute of limitation | <u>0</u> years. | e. Administrative need | <u>2</u> years. |
| c. Federal law | <u>5</u> years. | f. Federal retention instructions | <u>5</u> years. |
- after completion of projects,
which run for one year.
- Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other Federal Fiscal Year then,
(Nov 1 - Oct 31)

- ☒ Hold in the current files area 2 month(s) 2 year(s); then
- ☐ Transfer to local holding area; hold year(s); then
- ☐ Transfer to State Records Center; hold year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
EC L. G. L. L. L.	10/24/80	Walker L. Baumgardner	10-16-80
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	10-30-80
		Secretary of State/Designee	10-27-80
		Attorney General/Designee	11-3-80